

United States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

0-13

☒ Original ☐ Amendment NumberTitle of Work Assignment
Superfund State Contracts (SSC) Lean SupportContract Number
EP-W-10-002Contract Period
Base ☒

Option Period Number

Contractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From 09/24/10

To 11/30/11

Comments

The purpose of this action is to initiate Work Assignment 0-13 and request a Work Plan from the Contractor.

☐ Superfund**Accounting and Appropriations Data**☒ Non-Superfund

Line	DC (Max 6)	Budget FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period Cost/Fee LOE

Previously Approved

This Action

Total \$0.00 192

Work Plan / Cost Estimate Approvals

Contractor WP Dated Cost/Fee LOE

Cumulative Approved Cost/Fee \$0.00 LOE 192

Work Assignment Manager Name

JILL A. BERESFORD

Branch/Mail Code 1805T

Phone Number 202-564-3145

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Superfund State Contracts (SSC) Lean Support

Contract: EP-W-10-002, Work Assignment: 0-13

Summary Information

Title: Superfund State Contracts (SSC) Lean Support
Period of Performance: From: 09/24/10
To: 11/30/11
Award Date:
Total Funding:

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: JILL A. BERESFORD
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

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Attachments

Attachment Name

Superfund State Contracts (SSC) Lean Support

Superfund State Contract (SSC) Lean Support

Contract: EP-W-10-002, Work Assignment: 0-13

WORK ASSIGNMENT

STATEMENT of WORK (SOW)

Title: Superfund State Contracts (SSC) Lean Support

Contractor: HEC, Inc

Contract No.: EP-W-10-002

Work Assignment Number: 0-13

Estimated Period of Performance: Phase 1: Approval to 11/18/10

Phase 2: 11/19/10 to August 31, 2011

Estimated Level of Effort: 192 Hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Jill Beresford
OCFO/OFM (2733R)
(202) 564-3145
(202) 565-2584 (Fax)

Contract Level COR:

Cathy Turner
CMG/OPEI (1805T)
(202) 566-0951
(202) 566-3001 (fax)

Background and Purpose:

When EPA has the lead for a remedial action, the instrument used to describe the state's role is a Superfund State Contract (SSC). An SSC is a joint, legally binding agreement between EPA and the states that provides the medium for obtaining required state cost share and assurances. Cost sharing requirements vary according to whether a site was privately or publicly operated at the time of disposal of hazardous substances at the facility. Where a site is privately operated, the state must provide ten percent of the cost of the remedial action. Where a site is publicly operated by a state, the state must provide at least 50 percent of the cost of all response activities.

The SSC accrual spreadsheet addresses the state's cost share of the sites and it includes credits which are granted to a state for amounts expended for remedial actions at facilities listed on the National Priorities List.

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Contract: EP-W-10-002, Work Assignment: 0-13

A description of the SSC accrual spreadsheet follows:

Quarterly, the Cincinnati Finance Center (CFC) prepares the Superfund State Contract (SSC) Accrual spreadsheets for each of the ten regions. This spreadsheet is a manual calculation and contains 36 columns of which 14 require manual entries and 22 columns contain formulas to compute financial data. The spreadsheet is the tool used to determine adjustments for the unearned revenue, earned revenue, and the accounts receivable general ledger accounts for financial statement purposes. Each spreadsheet reflects calculations and accrued revenues based on the expenditures occurring in the Superfund "T" appropriated fund for SSC sites. In addition, to accruing SSC revenue, the spreadsheet calculates and adjusts for any SSC credits that may be applicable.

CFC prepares the spreadsheets quarterly and forwards them to the regions to review for completeness, and to enter any new credits or future billings. Each region reviews the spreadsheet, and returns it to CFC to calculate the accrual entries. CFC enters the credit and accrual amounts into the Integrated Financial Management System (IFMS) based on the spreadsheet calculations.

Due to the complexity of the SSC accrual spreadsheet, a review is performed annually by EPA's Office of Inspector General (OIG). In recent years, they identified instances where the Agency had not properly recognized the SSC unearned revenue; and they discovered errors and omissions on the accrual spreadsheet, all having a direct impact on the Agency's financial statements.

As part of our commitment to manage government resources effectively and efficiently, OCFO is seeking to improve the SSC accrual process by performing a Lean Kaizen review. We will focus on eliminating unnecessary or redundant steps, identifying non-valued activities and, if needed, exploring new approaches. Taking this action is expected to result in a more efficient, and effective SSC accrual process. The key to the success of the Kaizen Lean event will be the participation of stakeholders. This review will entail obtaining an understanding of the current SSC accrual spreadsheet; identifying current data input (columns on the SSC spreadsheet) that could be combined and/or eliminated; documenting the new SSC accrual process, revising related financial policies and procedures; and ultimately resolving the issues identified in previous financial statement audits.

The Lean Kaizen event also, will include a review of the SSC Available Balance Report process to identify any redundant steps with the SSC accrual process and the potential changes based on the "new" accrual process.

The purpose of this work assignment is to provide support in initiating the leaning of the SSC accrual process. Services will consist of the following:

1. Facilitating the Lean Kaizen event of the SSC accrual process;
2. Providing follow-up services and;
3. Serving as a team consultant.

Experience

At least 3 to 5 years of government experience, preferably environmental agency experience for Lean Kaizen events in the areas of the following:

- Scoping, planning, facilitating and leading Lean Kaizen pre-events;
- Training EPA staff and stakeholders to Kaizen philosophy, tools, and techniques and;

Superfund State Contract (SSC) Lean Support

Contract: EP-W-10-002, Work Assignment: 0-13

- Providing support for post Lean Kaizen events

This work assignment does not duplicate tasks in any existing work assignments.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal. Work Assignment Contracting Officer Representatives (WA CORs) will provide additional information here, if yes is checked above.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

PHASE 1

Task 1 - Prepare Work Plan

The contractor shall prepare the work plan for **Phase 1 and Phase 2** within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The work plan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the work plan. However, only the CO can approve/disapprove the work plan. The contractor shall prepare a revised work plan incorporating the Contracting Officer's comments, if required.

Deliverables and schedule under Task 1

Submit work plan within 15 calendar days of receipt of work assignment.

Revise work plan within 3 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Provide Planning Support for SSC Accrual Lean Effort - Pre-Work (Contract SOW Ref. - Element 4, pg. 1-13)

The contractor shall lead pre-work with the WA COR, Team Leader, OFM/OFS managers, and event participants in the Washington DC area. The contractor shall within 5 days of receipt of approved work plan begin planning the Lean Kaizen event. The pre-work and scoping meeting will result in identification of project scope, objectives, goals and required data compilation. As directed by the WA COR, the contractor shall assist

Superfund State Contract (SSC) Lean Support

Contract: EP-W-10-002, Work Assignment: 0-13

the Agency in selecting team members to participate in the Lean Kaizen event. The contractor shall assist in the planning, developing agenda, handouts and other materials for the meetings, facilitating the meeting, and providing a summary report. The Team Leader will secure a date and facility for all meetings, and other information related to the SSC accrual process.

This shall include:

Conduct a Lean scoping meeting that results in the identification of project scope, objectives, goals and data compilation. As directed by the WA COR, the contractor shall assist the EPA Team Leader in selecting appropriate individuals to participate in the Lean Kaizen event.

Deliverables and schedule under Task 2

One-day pre-meeting that results in the identification of project scope, objectives, goals and data compilation shall be held within 7 days of completion of Task 1.

The contractor shall provide a draft agenda for the Lean Kaizen event within 3 business days of the scheduled pre-meeting to the WA COR.

The contractor shall provide a final summary report on the scoping meeting within 3 days of receipt of comments to the WA COR.

PHASE 2

Task 3 – SSC Accrual Process Lean Event (Contract SOW Ref. - Element 4, pg. 1-13)

The Contractor shall facilitate the SSC Lean Kaizen event. The contractor shall assist in planning, developing, compiling and distributing agenda, handouts and other materials for the meeting; facilitating the meeting; and providing a summary report.

This shall include:

1. Facilitate Lean Kaizen event which shall take up to five days.
2. Provide just-in-time Lean Kaizen training to help familiarize EPA Staff and Stakeholders to Kaizen philosophy, tools and techniques.
3. Coach and mentor SSC Lean Kaizen event Team Leader.
4. Serving in the capacity of facilitator to identify and manage change during the Lean Kaizen meeting.

Deliverables and schedule under Task 3

1. Draft summary report of the SSC Lean Kaizen event 15 business days after the meeting to the WA COR.
2. Final summary report of the SSC Lean Kaizen event 7 days after receipt of revisions including presentations, papers and value stream map to the WA COR.

Task 4 – Lean Follow-up Meetings (Contract SOW Ref. - Element 4, pg. 1-13)

The contractor shall participate by phone or in person in follow-up meetings to be held 60 days, 90 days, and 150 days after the Lean Kaizen event. The contractor shall assist in planning, developing, compiling and

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Contract: EP-W-10-002, Work Assignment: 0-13

distributing agenda, handouts and other materials for the meetings; facilitating the meetings; and providing a summary report.

Deliverables and schedule under Task 4

1. Proposed agenda and schedule for follow-up meetings within 10 calendar days after initial Lean Kaizen meeting for 60 day meeting and 90 day meeting to the WA COR
2. Initial follow-up meeting held within 60 days of completion of Task 3.
3. Second follow-up meeting held within 90 days of completion of Task 3.
4. Third follow-up meeting held within 150 days of Task 3.
5. The contractor shall provide draft update reports following each 60 day, 90 day, and 150 day follow-up meeting held within 15 calendar days of each event to the WA COR
6. Final summaries for each follow-up meeting within 7 calendar days of receipt of comments on draft from the WAM to the WA COR.

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number

0-13

Work Assignment☐ Original ☒ Amendment Number 1Contract Number
EP-W-10-002

Contract Period

Base ☒

Option Period Number

Title of Work Assignment

Superfund State Contracts (SSC) Lean Support

Contractor

INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose

☐ Work Assignment Initiation☐ Work Assignment Close-Out☒ Work Assignment Amendment☐ Incremental Funding☒ Work Plan Approval

Periods of Performance

From 09/24/10

To 11/30/11

Comments

The purpose of this amendment is to approve the Contractor's Work Plan dated October 29, 2010. Additionally, the Contractor is requested to acknowledge the attached revisions to Phase II, Option B.

☐ Superfund**Accounting and Appropriations Data**☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 8)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period

Cost/Fee

LOE

Previously Approved

\$0.00

192

This Action

\$3,479.98

(180)

Total

\$3,479.98

12

Work Plan / Cost Estimate Approvals

Contractor WP Dated 10/29/10

Cost/Fee \$23,310.92

LOE 68

Cumulative Approved

Cost/Fee \$3,479.98

LOE 12

Work Assignment Manager Name

JILL A. BERESFORD

Branch/Mail Code 1805T

Phone Number 202-564-3145

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Work Plan (Signature and Title)

Date

Superfund State Contract: SSC) Lean Support

Contract: EP-W-10-002, Work Assignment: 0-13, Amendment: 001

Summary Information

Title: Superfund State Contracts (SSC) Lean Support
Period of Performance: From: 09/24/10
To: 11/30/11
Award Date: 09/24/10
Total Funding:

Procurement Management Roles

The following item(s) have been modified:

CONTRACT SPECIALIST:

U.S. E.P.A.
Attn: NNNENNA C. NJOKU
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Date Role Ended: 11/18/10

Mail Code:
Phone Number: 202-564-6237
Fax Number:
E-Mail Address: njoku.nnenna@epa.gov

The following item(s) have been added:

CONTRACT SPECIALIST:

U.S. E.P.A.
Attn: HILLARY A. MARSHALL
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

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Fax Number:
E-Mail Address: marshall.hillary@epa.gov

Attachments

The following item(s) have been added:

Attachment Name

Revisions to WP Phase 2 Option B

WA Totals

The following item(s) have been added:

Category	POP	Amount
Estimated Cost	Base Pd.	(b)(4)
Fixed Fee	Base Pd.	

WA Classification

The following changes have occurred:

Superfund State Contract (SSC) Lean Support

Contract: EP-W-10-002, Work Assignment: 0-13, Amendment: 0001

The Labor Hour Ceiling has changed from 192 to 12.

Revisions to WP Phase 2 Option B

Contract: EP-W-10-002, Work Assignment: 0-13, Amendment: 0001

EP-W-10-002/Work Assignment 0-13

Revisions to Phase II Option B, Task 4

4c. Second follow-up meeting held within 120 days of completion of Task 3.

4d. Third follow-up meeting held within 180 days of Task 3.

4e. Draft updates reports following each 60 day, 120 day, 180 day follow-up meetings held within 15 calendar days of each event to the WA COR.